

# VACANCY ANNOUNCEMENT

Embassy of the United States of America  
Freetown, Sierra Leone

VACANCY No: 005-13

OPEN TO: All Interested Candidates within and outside the Mission

POSITION: Cashier/ Admin Assistant

OPENING DATE: February 15, 2013

CLOSING DATE: March 1, 2013

WORK HOURS: Full-time; 40 hours/ week

GRADE: FSN-08

The United States Peace Corps Agency in Freetown is seeking an individual for the position of Cashier/ Admin Assistant. The position is located in the Peace Corps Agency and reports to the Director of Management and Operations (DMO).

## FUNCTIONS OF POSITION:

Under the general supervision of the American Director of Management and Operations (DMO), performs full range of "Class B" Cashier duties in a medium-size Peace Corps post. Works within the difficult environment of a cash economy and restrictive local banking situation.

Employee has full responsibility for the management of Peace Corps Imprest Fund, which includes all collections, disbursements, accommodation exchange payments, accountability, examination, safekeeping, replenishment, and other processing of all Peace Corps cash/check payment transactions.

Deals directly with IFO (International Financial Operations Division) Peace Corps Washington and FSC/Charleston (Financial Service Center) and local banks. Manages local and American staff contracts and Time and Attendance. Performs other administrative duties as required by supervisor.

A complete description listing all duties are available in the Human Resources office.

## QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education: Bachelor/university degree in accounting, finance or business administration required.
2. Experience: Three years of progressively responsible work in banking or accounting, with high financial accountability. One year of cashier experience required.
3. Language Ability: Level 4 (fluent) in written and spoken English; Level 3 spoken Krio required.
4. Knowledge: Must be able to acquire knowledge of the principles of U.S. Peace Corps cashiering reference Manuals. Thorough knowledge of accounting principles, procedures and techniques. Thorough knowledge of Sierra Leone's financial structure, banking system and contacts including at the Central Bank. Understanding of variety of programs such as sale of personal property and foreign loans.
5. Skills: Must be able to deal with a broader scope and range of problems in collections, payments and in reconciling sub-cashier accounts with accountability. Must be computer literate, and be able to type at a minimum speed of 40 words per minute. Must be skilled in operating calculators. Must be skilled in operating computer to call up information and make entries in data base. Ability to grasp peace Corps or U.S. Government financial procedures. .

## SELECTION PROCESS:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
4. Currently employed staff who's last performance evaluation was Need Improvement or Unsatisfactory are not eligible to apply.

## TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174); available on the internet at [http://freetown.usembassy.gov/job\\_opportunities.html](http://freetown.usembassy.gov/job_opportunities.html) and

2. A current resume or curriculum vitae.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

The Human Resources Section  
(Application for Peace Corps Cashier/ Admin Assistant)  
Embassy of the United States of America  
Southridge, Hill Station  
Freetown  
FAX: 076-515-075  
Email: [HRFreetown@State.gov](mailto:HRFreetown@State.gov)

**NOTE: Only short listed applicants will be contacted.**

CLOSING DATE FOR THIS POSITION: March 1, 2013

The US Mission in Freetown provides equal opportunity and fair and equitable treatment in Employment to all people without regard to race, color, religion, sex, national origin, age, Disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.